

LBNL Visiting Postdoc Benefit Enrollment Special Instructions

As a LBNL Visiting Post Doc, your benefits package is from two different sources:

The University of California Mid-Level Benefits;
AND
Garnett-Powers & Associates Postdoc Supplemental Benefit Plan

You must take separate action to enroll in each plan prior to the end of your 31-day Period of Initial Eligibility (PIE = 31 days from your date of hire).

Step #1: **Enroll in the University of California Mid-Level Benefits Plans**
Using the University of California At Your Service website: <http://atyourservice.ucop.edu/>

- Select “**Sign into My Accounts**” from the At Your Service home page. The first time you sign on you should select the **first time user link**, then use your **Social Security Number** (no spaces or dashes) as your user name and enter your **date of birth** in MMDDYYYY format as your password. Once you have logged on and reached the main menu, select “**Benefits Enrollment**”.

The UC Mid-Level Benefits Package consists of:

- Medical
(If you do not choose a medical plan by the end of your PIE you will be enrolled in the default employee-only CORE Medical Plan with no coverage for your eligible dependents.)
- Flexible Spending Accounts
 - (Health FSA)
 - (DepCare FSA)
- Legal Plan
- Supplemental Life Insurance
- Supplemental Dependent Life Insurance
- Automobile and Homeowner/Renter Insurance
- Accidental Death & Dismemberment Insurance

You will be automatically enrolled in the employer-paid \$5,000 CORE Life Insurance, Tax Savings on Insurance Premiums (TIP), Workers’ Compensation and Business Travel Accident Insurance.

Step #2: **Enroll in the LBNL Visiting Postdoc Supplemental Postdoc Benefits Plan**
Using the Garnett-Powers & Associates website: <http://www.garnett-powers.com/postdoc/lbl/>

The PBP plan provided through Garnett-Powers & Associates consists of:

- Dental Insurance
- Vision Insurance
- Supplemental Dependent J-2 Visa Medical Evacuation and Repatriation Insurance

You will be automatically enrolled in employer-paid \$45,000 Life Insurance and Short Term Disability insurance; the Life Insurance coverage includes J-1 Visa Postdoc Medical Evacuation and Repatriation benefits.

- It is recommended that you print and review the enrollment instructions prior to accessing the on-line enrollment form; after you have completed the enrollment application it will be electronically submitted to Garnett-Powers & Associates.

For assistance with eligibility or enrollment with your UC benefit package, contact the LBNL HR Benefits Office at (510) 486-6403 or by e-mail at benefits@lbl.gov. For assistance with your Postdoc Supplemental Benefit plans, contact Garnett-Powers & Associates at (800) 261-7109 or PBP@Garnett-Powers.com.